

## Welcome to Wintario

Ontario offers some of the most vital cultural and recreational opportunities in the world.

During the last five years, grants from the Ministry of Culture and Recreation that are funded by the proceeds of the Wintario Lottery have helped create many of those opportunities.

Since it was set up in 1975, the ministry has approved almost \$300 million dollars in Wintario grants to projects in communities all over Ontario.

Today, there are more than 50 categories of Wintario Program Grants for activity-oriented (non-capital) projects. These projects are additions to the regular programs of the applicant organization and are designed to enhance the development of services in:

- Citizenship and multiculturalism
- Recreation
- The Arts
- Library and Community Information
- Sports
- Fitness
- Heritage Conservation

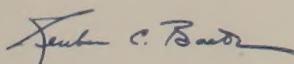
This brochure summarizes the broad guidelines and principles underlying the Wintario Program Grants which support non-capital projects exclusively. There are occasional exceptions to these guidelines and principles. These exceptions are noted in the ministry's detailed category guidelines.

Further information and assistance on all aspects of the program, including the detailed category guidelines, are available through the ministry's 18 local offices throughout the province. The local offices are listed in this brochure.

Thanks to Wintario, we are able to better support the people of Ontario in their cultural and recreational pursuits.

May the Wintario Program Grants create opportunities for you.

Sincerely yours,



Reuben C. Baetz,  
Minister of Culture and Recreation

# Some Questions and Answers

## about the broad guidelines and principles of Wintario Program Grants

### Q. What is the purpose of this pamphlet?

- A. To describe, in a general way, the guidelines and principles of Wintario Program Grants.

Specific details and assistance are available at the Ministry of Culture and Recreation's 18 local offices around the province and at the Wintario Grants Information Office, 77 Bloor Street West, Toronto M7A 2R9, Telephone (416) 965-2390.

### Q. Who is eligible for Wintario Program Grants?

- A. Non-profit organizations, in operation for at least one year, including municipalities, community groups, Indian bands, museums, arts and sports groups, etc.

### Q. What is eligible and what is not?

A. Projects that provide a service or activity in sport, fitness, recreation, the arts, citizenship and heritage conservation or improve the public access to information resources, which are added to the normal operating activities of the applicant, and which would not take place without the Wintario grant, are eligible.

Wintario grants do not support ongoing programs or normal operating expenses. Projects designed to show a profit are not eligible.

### Q. How much does the Wintario Grants Program contribute?

- A. In most cases, it will fund up to one-half of the eligible costs of an approved project. Some categories have dollar limits. Check with your local ministry consultant.

### Q. What about the balance?

- A. Wintario grants must be matched by funds that are raised locally and reflect community support for the applicant's project.

### Q. When to apply?

- A. In order to be eligible for support, applications must be received before the project begins. Ideally, applications will be submitted at least three months before the start-up date.

### Q. How often can applications be made?

- A. Applicants are eligible for no more than one grant per fiscal year (April 1 to March 31) for most categories.

### Q. Is a grant automatic if the guidelines are satisfied?

A. No. In the first instance the applicant must establish that his group and the project are eligible and fall within the mandate of the Wintario grant program.

In general, priority is given to projects that promote public awareness of cultural and recreational opportunities, the long-term development of cultural and recreational organizations, the financial stability of non-profit cultural and recreational enterprises, the training and development of cultural and recreational leaders, volunteers, and staff.

### Q. How long does it take to have an application approved?

- A. Once the application form is completed and all required information submitted, processing within the ministry normally takes 60 days.

### Q. What happens after the project is approved?

- A. You receive a cheque and spend the funds in the manner and for the purposes for which they were approved; otherwise the ministry will require the grant to be paid back in full.

### Q. What if there are minor changes to a project?

- A. The ministry will approve minor changes if they have been agreed to by the applicant and the ministry and confirmed in writing by the ministry.

### Q. What happens once the project is completed?

- A. All successful applicants submit a full report on the results (financial and program) of their project within two months of its completion. For audit purposes, applicants must retain all project receipts for a minimum of three years.

### Q. Are applications confidential?

- A. Only while they are being processed. Wintario Program Grants are funded with public money. They are public business. Once a decision has been made, the application and file are open to public scrutiny. The ministry notifies the grant applicant of any public requests to view the file.

### Q. Is there anything else I should know?

- A. Yes. Applicants are required to give credit to the Ministry of Culture and Recreation's Wintario Grants Program in all advertising, publicity, programs and displays associated with a Wintario-supported project.

# How to Apply for a Grant

Once you have developed the idea for a project that you think will benefit your organization and community, and once you have identified the resources you will need to undertake it, then:

- Check whether your project is included within any of the project categories eligible for support under Wintario Program Grants. Full details of all categories are available from the local Ministry of Culture and Recreation office serving your area.\*
- Confirm with the staff in your local office that your group is eligible.
- Complete a standard application form (available through any Culture and Recreation local office) and submit it, along with any additional information that may be required, to your local office, prior to beginning the project.
- Provide any additional documentation that is asked of you by the ministry official assigned to your project so that your application can be processed as quickly as possible. Applications will not be processed until all supporting information is provided, and will be returned to the applicant if supporting information is not provided within a reasonable time. Check-lists are provided to tell you what information is required.
- Wait for written confirmation from the ministry concerning the status of your application.

## Local Offices

The Ministry of Culture and Recreation has 18 local offices across the province. The offices are staffed with community development officers who can help you concerning details about Wintario Program Grants. They can advise you on whether or not your organization and project are eligible. All Wintario inquiries should be directed to them. If your community does not have a ministry office, consult your local telephone directory under Government of Ontario, Ministry of Culture and Recreation, for the toll-free number of the office serving your area.

### Contact

495 Richmond St., 5th Floor  
LONDON, Ontario N6A 5A9  
(519) 438-2947

250 Windsor Ave., 6th Floor  
WINDSOR, Ontario N9A 6V9  
(519) 256-4919

427 Tenth Street  
HANOVER, Ontario N4N 1P8  
(519) 364-1626

1083 Barton St., E., 2nd Floor  
HAMILTON, Ontario L8L 3E2  
(416) 549-2471

55 Erb St. E.  
WATERLOO, Ontario N2J 4K8  
(519) 886-3520

71 King St., Suite 301  
ST. CATHARINES, Ont. L2R 3H7  
(416) 688-6472

700 Bay St., 8th Floor  
TORONTO, Ontario M7A 2R9  
(416) 965-0283

114 Worsley Street  
BARRIE, Ontario L4M 1M1  
(705) 737-3301

305 Stewart Street  
PETERBOROUGH, Ont. K9J 3N2  
(705) 748-3711

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KINGSTON, Ontario K7L 5T3  
(613) 542-7349

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(705) 675-4346

390 Bay St., 3rd Floor  
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(705) 942-3751

22 Wilcox St., 2nd Floor  
TIMMINS, Ontario P4N 3K6  
(705) 267-7117

1825 Arthur St. E., 2nd Floor  
THUNDER BAY, Ontario P7E 5N7  
(807) 475-1255

479 Government Road, Box 3000  
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Ministry of  
Culture and  
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Hon. Reuben C. Baelz  
Minister  
Ward Cornell  
Deputy Minister

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\* Provincial organizations with projects of province-wide scope may deal directly with ministry program staff in Toronto.